UNITED
NATIONS

ST

Secretariat

ST/AI/385
14 July 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: MATERNITY LEAVE*

1. This administrative instruction consolidates current provisions on maternity leave and recommendations on this entitlement formulated by the United Nations Medical Directors. ST/AI/219/Rev.2 and Personnel Directives PD/4/77/Add.2 and PD/1/88 are hereby superseded.

2. Staff Regulation 6.2 enunciates that the Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave. The provisions regulating maternity leave are contained in staff rule 106.3.

3. In accordance with ST/AI/221/Rev.1, the Medical Service is responsible for certifying all cases of illness, injury or pregnancy. Any question or doubt about the validity of a medical certificate should also be referred to the Medical Service for a decision.

Prenatal leave

4. Prenatal leave of six weeks will be granted on the basis of a medical certificate showing the probable date of birth. At the staff member's request, a shorter period of prenatal leave, normally not less than two weeks, may be granted upon production of a certificate from a duly qualified medical practitioner or midwife indicating that the staff member is fit to continue to work. If the staff member so requests, she may also be allowed to work part-time (half-time) for the last four working weeks of her pregnancy (normally weeks 34-38). The executive or administrative officer concerned will issue a P.5 action form to reflect the granting and period of the prenatal leave.

---

* Personnel Manual index No. 6050.

5. A request for prenatal leave which is for less than three weeks will be referred to the Medical Service for advice by the executive or administrative officer concerned before deciding on such request.

6. If a period shorter than six weeks of prenatal leave has been granted or if the staff member has been authorized to work part-time, but subsequently it becomes apparent that she is not fit to continue to work, the matter will be immediately referred to the Medical Service by the executive or administrative officer concerned. On the advice of the Medical Service, the staff member may be requested to commence her prenatal leave at once.

7. A staff member taking a shorter period of prenatal leave or working part-time may add the resulting weeks to her post-natal leave.

Post-natal leave

8. Return to work will be 16 weeks after the maternity leave had started. Where, because of a miscalculation of the medical practitioner or midwife, the period of prenatal leave was more than six weeks, the staff member will return to work 10 weeks after the actual date of birth. The administrative or executive officer concerned will issue a P.5 action form noting the date of return from maternity leave on the basis of the birth certificate.

Extension of fixed-term appointments to cover maternity leave

9. Where a fixed-term appointment is extended to enable a staff member to utilize her maternity leave entitlement, other benefits and entitlements will be administered as follows during the period of extension:

(a) Repatriation grant: credits towards repatriation grant will continue to accrue, if the staff member has not returned to her home country;

(b) Annual, sick or home leave and salary increments: no credits will accrue with reference to these items;

(c) Death benefit: in the event of death, the period prior to the staff member's decease may be taken into account for the determination of the death benefit in staff rules 109.10 (a) (vi) or 209.11 (a) (v).